



Providing an exceptional, well-rounded education for all pupils

Headteacher Stockland Church of England Primary Academy Job Description

Role purpose

The core purpose of the Headteacher is to provide strategic vision, leadership and management for the Academy as well as ensuring that the statutory duties are fulfilled.

The Headteacher will be accountable for ensuring the educational success of the Academy. They must operate within the educational framework and balance the requirements of legislation and best practise with the resources and budget available.

Stockland Church of England Primary Academy is an exceptional school where creative, innovative and dynamic practice enables pupils to achieve outstanding progress in their academic, social and physical development. As our Headteacher you will embrace this culture and ethos but also understand what an exciting and unique platform this is from which to develop the school further.

Reports to

The Governing Board, Stockland Church of England Primary Academy

Key Accountabilities

Lead and manage the exceptional performance of the teaching and support team within the Academy.

Sustain and develop effective systems that promote excellent pupil behaviour, including pastoral care and a shared understanding of children's social and emotional development.

Strategic Leadership

- Develop the Academy's strategic plan in partnership with the governing body and other stakeholders. Analyse and plan for future needs and further development of the Academy within the local and national context.
- Ensure the continuation and creation of robust Academy management systems, policies and processes to support effective Academy management. This will include sound financial planning and quality assurance.
- Continue to promote engagement with parents, the wider community and all other stakeholders in communicating the Academy's vision and strategic plan, ensuring a shared commitment to these aims and the Academy ethos.
- Ensure that the Academy buildings, contents and grounds are safe, well-maintained and utilised to their full potential, and identify future needs and opportunities.

- Continue to explore options for meaningful collaboration both formal and informal.

Leadership of the Academy team

- The Headteacher will ensure that the Academy promotes and safeguards the welfare of all children and their wellbeing.
- Lead, challenge and develop a team that will support the values and priorities of the Academy, enabling continued innovation and creativity.
- Provide vision, drive and inspiration
- Set high expectations in order to continue to develop the Academy.

Outstanding teaching and learning

- Act as a role model for innovative and engaging teaching, creating a learning environment in which staff are empowered, excited and motivated to continually learn and develop their own skills and practice.
- Ensure best practice by developing a robust and supportive programme whereby staff can continually develop their professional skills. This will include the sharing of skills and knowledge within the staff team.
- Encourage open debates regarding pedagogy, educational research and thinking, ensuring that these lead to developments in practice.
- Show commitment to creativity, research and innovation among all staff.
- Ensure all assessment systems are effective and guide practice in a meaningful cycle and positively impact upon progress.
- Set high standards and maintain high expectations for all children ensuring all pupils can reach or exceed their full potential.
- Develop and maintain mutually beneficial links with other educational establishments and professional bodies so that outstanding practice can be shared.

Plan and manage resources

- Work with the governing body and other stakeholders to maximise the performance of the Academy including management of resources, budget and premises ensuring that any procurement delivers value for money.
- Take responsibility for risk management, quality, audit and other internal and external assessments for the Academy.
- Manage and organise resources efficiently and effectively, ensuring that the needs of the curriculum and health and safety regulations are met and ensure optimum use of Academy resources.

Communicate across the community

- Maintain and develop effective communication systems with parents/carers where they feel valued and have access to information that enables them to support their child's learning.
- Ensure that parents are well informed about teaching approaches and the ethos of the Academy.
- Continue to develop the Academy's excellent reputation within the community and with our wider education partners
- Maintain and encourage good relations between the Academy and the local community.
- Analysing and interpreting information and communicating it effectively to a wide variety of audiences
- Monitor and evaluate practices, performance data and progress, preparing informative reports for the board of governors to keep them fully informed about the management and achievements of the Academy.

This job description does not form part of the contract of employment of the Headteacher. It is not an exhaustive list of the duties or functions to be undertaken or carried out. It describes the way you are expected and required to perform and complete the particular duties as set out.